



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department on Disability Services**  
**Developmental Disabilities Administration**

**TO:** DDA Community Service Providers

**FROM:** Cathy R. Anderson  
Deputy Director

**DATE:** April 24, 2013

**SUBJECT:** Amendment and Clarification DSP Training Policy and Procedure

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This memorandum serves as official notification of amendments and clarification to the Direct Support Professional (DSP) Training Policy dated December 15, 2010 and the Direct Support Professional Training Procedures dated March 1, 2013 as it relates to Phase 2: Specialized In-Service Training, Phase 3: Core Training and Phase 4: Enhanced Training. The revised policy and procedures are attached as well as posted to the training link located on the DDS website ([www.dds.dc.gov](http://www.dds.dc.gov)).

DDS/DDA received many questions and comments from providers and has taken those into consideration in the changes we are making. Additionally, we want to be consistent with requirements from nationally recognized organizations such as the National Association of Direct Support Professionals (NADSP).

**AMENDMENTS:**

**STAFF TRAINING**

**Procedure change: C. Staff Training, C. 5b. Professional Consultants pg. 5 of 11**

Professional consultants, who do not work in a direct support capacity in an person's home or day program, must be trained in and pass the competency test with a score of 80% or higher for the DDA Incident Management and Enforcement Unit and Human Rights policies. Professional consultants who meet these criteria must follow these guidelines, regardless of his or her status as an independent contractor or DDA provider employee.

**PHASE II: SPECIALIZED IN-SERVICE TRAINING**

**Policy change: Standards, #16, ii., pg. 3 of 5**

The Specialized In-Service Training shall continue as changes occur to the person's Individual Support Plan (ISP), Health Management Care Plan (HMCP) and/or Behavior Support Plan (BSP). This in-service training may be captured through regularly scheduled training as well as implementation of on-the-job training tools.





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**Procedure change: C. Staff Training, E. Phase II: Specialized-In Service Trng, #1, pg. 7-11**  
After completing the initial Specialized In-Service Training, all DSPs must receive on-going specialized-in service and on-the-job training on each person's ISP, HMCP, and/or BSP as these documents are updated as the needs of the person change.

**PHASE IV: ENHANCED TRAINING**

**Policy change: Standards, #16, iv. pg. 3 of 5**

All DSPs shall complete twenty (20) hours of Enhanced Training annually, as well as meet renewal requirements of critical Health and Wellness certified programs (e.g. CPR must be renewed annually; First Aid must be renewed every three (3) years). This training provides the experienced professional with the opportunity to refresh their knowledge and learn current best practices utilized within the profession. All newly hired DSPs shall complete twenty (20) hours of Enhanced Training by the second year of employment and annually thereafter based upon their anniversary date of hire.

**Procedure change: B. Training Records, #4c. Phase IV pg. 3 of 11**

Employee training records for Phase IV: Enhanced Training must document twenty (20) hours of training. Supporting training documentation for Phase IV: Enhanced Training must include the following details:

- The name of the trainee
- The name of the trainer
- The name of the organization sponsoring the training
- Title of the training
- Date of the training
- Location of the training
- The duration of the training (# of hours/minutes)
- The identified core value and Enhanced Training competencies that the training supports

Approved documentation to evidence the completion of Enhanced Training should be one or more of the following:

- Certificate of completion
- Training materials or hand-outs from the training session
- Proof of Attendance
- Confirmation of registration to the training





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**Procedure change: C. Staff Training, G. Phase IV: Enhanced Training, pg. 10 of 11**

All direct support professional shall maintain annual or bi-annual certification as appropriate in the health and wellness training requirements noted below. Additional Enhanced Training among the values outcomes should be offered to employees on an annual basis as part of an on-going professional development program. Every year (by anniversary date of hire) direct support staff must complete twenty (20) hours of Enhanced Training requirements that meet the Phase IV established objectives and competencies for the core value training standards. All newly hired direct support professionals shall have up to their second year of employment (by anniversary date of hire) to complete the Enhanced Training requirements and then annually thereafter.

The noted amendment to Phase IV: Enhanced Training will completely supersede the thirty-two (32) hour requirement stated in the DSP Training Policy dated December 15, 2012. Therefore, DSPs will only need training documentation of twenty (20) hours of Enhanced Training.

**CLARIFICATION:**

**PHASE III: CORE TRAINING**

**Timeframe to complete Core Training**

All DSP new hires must complete Core Training within 180 days of hire. Those hired between October 1, 2009 and December 31, 2010 must have completed Core Training by September 30, 2012. DSPs hired prior to October 1, 2009 do not have to be trained in Core Training unless they have become a new hire of another provider after October 1, 2009.

**PHASE IV: ENHANCED TRAINING**

**What is considered an Enhanced Training?**

The goal of Enhanced Training is to provide the experienced professional with the opportunity to refresh their knowledge and learn current best practices utilized within the profession. Approved Enhanced Training opportunities must meet the established objectives and competencies for the core value training standards: Health and Wellness; Choice and Decision Making; Rights and Dignity; Safety and Security; Community Inclusion and Relationships; Satisfaction; as well as Professional Development. They also must be relevant to the specific needs of the persons served at the agency. Therefore, annual training sessions offered by DDS/DDA such as the recent Person Centered Thinking, Employment First/Customized Employment, Adaptive Equipment, and/or Intensive Behavior Support training are approved opportunities for Enhanced Training.





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Training as the result of a change in a person's Individual Support Plan (ISP), Health Management Care Plan (HMCP), and/or Behavior Support Plan (BSP); as well as recommended training as the result of an incident investigation or corrective action, is record of on-going specialized in-service and on-the-job training. This is NOT considered annual Enhanced Training to support the professional development of DSPs.

**For example:** Maxine is a DSP and the person she supports is 75 years old. The person has recently had a change in their HMCP; they have been diagnosed with Type II diabetes. The community service provider where Maxine works decides to offer two training sessions due to the person's recent diagnosis. One training session is offered to inform the person's support staff of the updates to the person's diagnosis and HMCP. The provider also registers the support staff to attend an upcoming 4-hour training opportunity regarding the Elderly and Type II Diabetes. The 4-hour training opportunity is considered Phase 4: Enhanced Training, leaving the staff with a remaining sixteen (16) hours of Enhanced Training needed by their anniversary date of hire.

**Timeframe to complete Enhanced Training**

All DSPs must complete Phase IV: Enhanced Training annually (each calendar year) by their anniversary date of hire.

Hire Date	# of Hrs	Due Date
Between October 1, 2009 and December 31, 2010	20	September 30, 2012
	20	Annually by hire date of the next year
DSPs hired after January 1, 2011	20	Annually by hire date of the next year

**Example #1:**

Maxine was hired on November 10, 2009. Maxine's employer must be able to document that she has completed twenty (20) hours of Enhanced Training by September 30, 2012. The following year, Maxine's employer must be able to document that she completed twenty (20) hours of Enhanced Training between September 30, 2012 and the anniversary date of hire of the next year; November 10, 2013.

**Example #2:**

Vincent is a DSP hired on June 18, 2011. Vincent's employer must be able to document that he has completed twenty (20) hours of Enhanced Training by June 18, 2013. The following year, Vincent must have a training record documenting twenty (20) hours of Phase IV: Enhanced Training by June 18, 2014.





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***Example #3:***

Joanne is a DSP hired on March 3, 2013. Joanne's employer must be able to document that she has completed twenty (20) hours of Enhanced Training by March 3, 2015. Annually thereafter Joanne's training record must demonstrate twenty (20) hours of Enhanced Training by her anniversary date of hire.

